

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Meter Tech Supervisor

Revision Date: 01/06
EEO Code: Serv./Maint.
Status: Non-Exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Operations Manager and/or Assistant Operations Manager. Supervises water meter reading and meter maintenance for the Public Utilities Department. Coordinates and supervises reading and routine investigating of residential and commercial water consumption. This is a key supervisory/management position.

III. Essential Duties:

- Involved in hiring, training, motivating, evaluating, disciplining and directing employees.
- Supervises the Meter Techs who read all city water meters. (All meters throughout the departments service area are read each month .)
- Assures accurate reading of all meters in service area. Assists with special investigations. Assigns Meter Techs to assists in investigations of leaks and billing questions from residents.
- Determines best means and methods necessary for the job. Plans and schedules meter reading routes to assure that routes are read within defined parameters. Provides expertise, support for other city departments.
- Coordinates meter maintenance and testing programs with Meter Techs.
- Prepares a yearly operational budget for the division and submits it to the Asst. Operation Manager for approval. Oversees expenditure of funds allocated for the division .
- Reads, inspects, installs and repairs residential and commercial meters.
- Coordinates activities with other supervisors, divisions, departments and agencies.
- Track & maintains large inventories of water meters and parts.
- Generates work order and checks for accuracy, and inputs all work orders into the work management system.

IV. Marginal Duties

- Coordinates with engineering personnel on review and inspection of new developments
- Responds to public inquiries, complaints, and requests
- Ability to file, maintain and retrieve manual and computer records and reports. Must possess demonstrated ability to input and retrieve records and information from computer data system.
- Initiates and monitors maintenance schedules for routine and project work; develops, revises and administers work order system.
- Knowledge of the location of all meters in the system in order to assist meter techs and other department divisions with reading, repair and maintenance of the system.
- Completes work orders and various other records pertaining to work activities
- Performs other duties as assigned

V. Qualifications

Education: High School diploma or equivalent required.

Experience: Five years of experience or technical training in water works, equipment operation, construction and/or closely related area is required to be eligible for this position.

Certificates/Licenses: Valid Utah Driver's License required; must obtain a UDOT Flagging Certificate within three months of hire; Utah State Water Distribution Operator (Grade 3 minimum) Certification required; must obtain Grade 4 within 6 months of hire.

Knowledge of: Tools, machines, and equipment used in the operation, maintenance and construction of the water system; principles of maintenance and construction of water related projects; OSHA safety standards and EPA water standards and other related local, state and federal regulations; knowledge of and ability to set up safe work zones in accordance with OSHA and state standards; water system facilities, equipment and operations. All aspects of the radio read system. City accounts payable, billing software and department work management software.

Responsibility for: Complete responsibility for the care, condition, and use of material, equipment, money and tools.
Direct supervision of meter reading staff.

Communications skills: Ability to furnish and obtain information from other departments. Must be able to effectively communicate verbally and in writing with staff and customers.

Tool, Machine, Equipment Operation: Regular use of a telephone, computer, calculator, hand tools, dump trucks, utility trucks, pickup trucks, loaders, backhoes and excavators.

Analytical Ability: Prioritize tasks, establish effective working relationships with employees and the public; perform most complex tasks without supervision.

VI Working Conditions:

Regular exposure to unpleasant or hazardous working conditions caused by water, noise, dust, heavy equipment, toxic fumes, traffic, heights, and high voltage equipment; work in trenches, vaults, and manholes; outdoor work in all types of weather; requires on-call status on a rotating basis, staying within reasonable response time and answering a beeper; seasonal shift work (including weekends and holidays) may be required; moderate climbing/balancing and constant stooping and kneeling are required; occasional lifting of up to 50 lbs.

The above statement are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved classification specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.